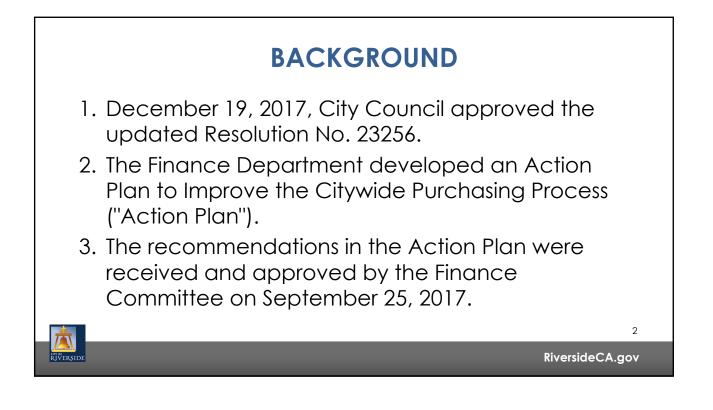


PURCHASING RESOLUTION NO. 23256 ONE YEAR UPDATE

Finance Department

City Council March 5, 2019

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DISCUSSION

- 1. Resolution and Policy Outcomes:
 - a. Eight (8) areas of improvement
 - 1. Reorganization of the Purchasing Resolution
 - 2. Non-bidding Threshold <\$10,000
 - 3. Change Orders on Contracts up to \$50,000
 - 4. Change Orders on Contracts \$50,000 or Greater
 - 5. Field Orders Allowed on Construction Contracts
 - 6. P-Card Single Transaction Limit = \$10,000
 - 7. Annual Purchase Orders to Council for Approval
 - 8. Purchase Order Execution



DISCUSSION		
Revisions No. 1-5 Action	Effectiveness	
 FY 17/18 - Reorganized Resolution to streamline procurement processes through: Exemptions Increasing of procurement dollar thresholds Modifying procedures 	 4,350 PO's annually 60% are under \$10,000 Increase in efficiency of 24% This was 3% higher than what was projected Saves 3,978 staff hours annually on processing PO's 	
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DISCUSSION		
Revision No. 6 Action	Effectiveness	
Allows employees to make P- Card purchases of goods, supplies and allowable off-site services where the single transaction amount is less than competitive bidding threshold	Increase in P-Card transactions by 547 over previous fiscal year	
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DISCUSSION		
Revision No. 7 Action	Effectiveness	
 There are over 1,500 Annual PO's processed each fiscal year Providing the list as part of budget process would inundate City Council with unnecessary action requests 	Staff must reevaluate processes pertaining to Annual PO's that require City Council approval	
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DISCUSSION		
Revision No. 8 Action	Effectiveness	
Increasing Purchasing Division procession levels allows Purchasing Division staff to expedite PO's	Minimizes processing time for PO issuance	
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